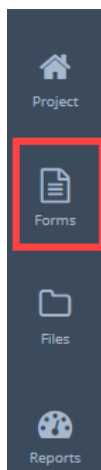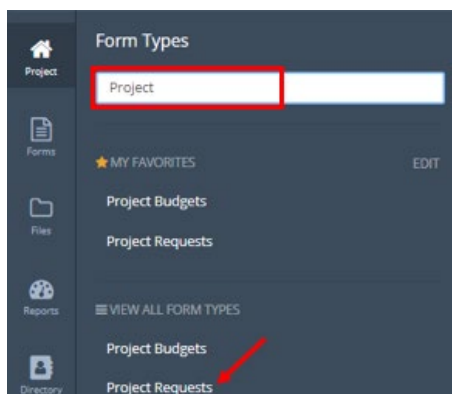# Requesting a New Project (Client Agency)

DGS Client Agencies will utilize the **Project Request** form in the **DGS Portfolio** project to submit a request for a new project. Once a Project Request is submitted to DGS, the Client Agency will work with the Executive Program Manager (EPM), or the EPM's designee, to discuss the project, further define and refine the project, and enter additional information to create a Project Statement. The Project Statement can be used to provide details about the project for review and scoring during the CIP Budget Process, or provide key details to the project team to begin project implementation if the project is already funded.

Creating a Project Request

1. Open the **DGS Portfolio** project and click on **Forms** in the navigation menu**.**

2. In the search field, begin typing **Project** and the form will appear in the forms list. Click **Project Requests** to open the log.
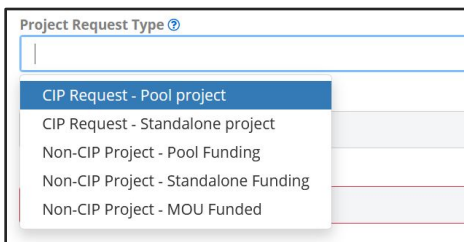
Requesting a New Project (Client Agency)

3. Click the **New** button in the upper right corner to create a new Project Request. The **New Project Request** details window will open.
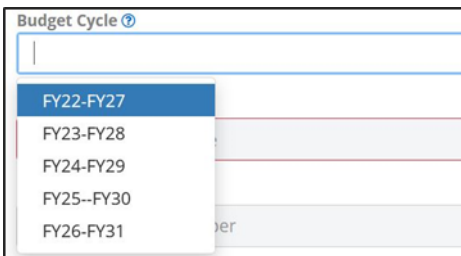
4. Select the **Project Request Type** from the picklist.

5. Select the appropriate **Budget Cycle** from the picklist if the project will need to be submitted for review and approval as part of the CIP. Leave this field blank if the project is funded and will not be part of a CIP submission.

6. Enter the **Project Name** to include the name of the facility/location and the type of work to be performed.

> For Example: If you are requesting a new sports complex for Kenilworth, the project name would be **Kenilworth Sports Complex**.
>
> NOTE: Do not abbreviate things like Elementary School as "ES" or Recreation Center as "Rec Center", spell them out. Do not enter the project name in all capital letters.

7. Enter the proposed Project Number(s) if this project is expected to use existing funding.

NOTE: Enter all proposed Project Numbers and their associated amounts, separated by commas if the funding will be split between two or more funding sources (i.e., YY107C-$1,000,000, YY108C-$1,000,000). Enter TBD if this is a new unfunded project.

Project Number
ABC123

8. Enter the proposed total **Available Funding** amount for the project, if applicable. Leave blank if no funding is currently allocated to this project.

Available Funding
$2,000,000.00

9. Select one or more **Buildings** or locations from the existing list by clicking **Add Existing**. Leave blank if this is new construction with no location in the list.

> **NOTE:** Reach out to your DGS Executive Program Manager if building(s) or site(s) are not in the list. Please DO NOT create a new building or type directly into these fields.

Building						Add Existing	Create New
	Building Code	**Street Address**	**Building Name**	**Ward**	**Building SqFt**	**Historic District**	
▾	5101 0016	1300 44TH STREET NE	KENILWORTHRECCTR	7	155215	No	

> **NOTE: Search** as needed to find the appropriate building(s), **check the box** next to those to be selected, and click **Add**. Multiple locations/buildings can be selected for projects with multiple sites.

Add Building						×
G Street						
☐	5467 0031	3053 G STREET SE	DCTHERAPEUTICTRTCTR	7	1875	Fort Circle Parks Historic District
☐	5467 0030	3052 G STREET SE	DCTHERAPEUTICTRTCTR	7	1875	Fort Circle Parks Historic District
☐	5467 0029	3051 G STREET SE	DCTHERAPEUTICTRTCTR	7	1875	Fort Circle Parks Historic District
☑	5467 0028	3050 G STREET SE	DCTHERAPEUTICTRTCTR	7	1875	Fort Circle Parks Historic District
☐	5845 0833	2425 IRVING STREET SE	ENGINECOMPANY32	8	37375	No

Cancel   Add

10. Select the appropriate **Owner Agency** from the picklist.

> **Owner Agency**
>
> HA0: Department of Parks and Recreation   ✖

11. Enter the **Owner Agency Contact** Information with the client agency **primary point of contact for the project** including:

   Name, Email, and Phone.

> **Owner Agency Contact**
>
> Ella Faulkner
>
> **Owner Agency Contact Email**
>
> ella.faulkner@dc.gov
>
> **Owner Agency Contact Phone**
>
> (555) 555-5555

12. Enter **Related Project(s)** separating multiple projects with commas. Related projects are planned or current projects that are ongoing at the same site (i.e. a Rec Center and a School that share the same space/building and are being renovated at the same time)

> **Related Project(s)**
>
> Capitol Hill Sports Complex, 16th Street Sports Complex

13. Select the requested **Construction Start/Move Out Date** and **Construction End/Move In Date**.

> **Construction Start/Move Out Date**
>
> 06/01/2025
>
> **Construction End/Move In Date**
>
> 12/01/2026

14. Enter the detailed narrative of the **Project Objectives, Project Scope/Description**, and **Justification of Need.**

Project Objectives

Create a state of the art outdoor sports complex that will be a desination for the District and surrounding jurisdictions.

Project Scope/Description

Potential amenities would include: outdoor football and soccer fields, tennis and basketball courts, a running track, amphitheater, trails, and other active outdoor recreational opportunities. This project allows the city an opportunity to activate and connect with the National Arboretum as well as the Anacostia River.

Justification of Need

There is a critical need for a premier, outdoor sports destination park within the District. Project is significant to the Resilient DC theme of "Honoring the Anacostia".

15. After entering the Justification of Need, click **Save & Share** to save the Project Request and share it with the appropriate EPM Share Group for your DGS Program.

☐	EPM - DCPS ⑦	Government of The District of Columbia	
☐	EPM - DGS ⑦	Government of The District of Columbia	
☐	EPM - DPR ⑦	Government of The District of Columbia	
☐	EPM - GOVT ⑦	Government of The District of Columbia	
☐	EPM - HHS ⑦	Government of The District of Columbia	
☑	EPM - Public Safety ⑦	Government of The District of Columbia	✔ Shared
☐	Facilities Division ⑦	Government of The District of Columbia	

Cancel   Share
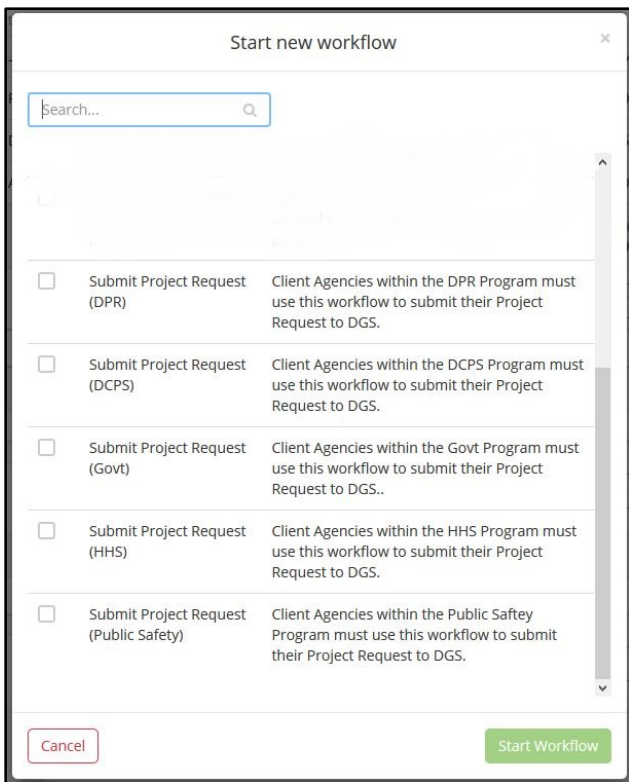
Attach Supporting Documentation

ATTACHMENTS   New ▾

Drag and drop to upload

Submit Your Project Request to DGS for Review

Requesting a New Project (Client Agency)

1. Initiate the Submit Project Request Workflow by clicking on **Start New** in the Workflows section near the bottom of the record, select the Workflow appropriate for your DGS Program and click on Start Workflow.